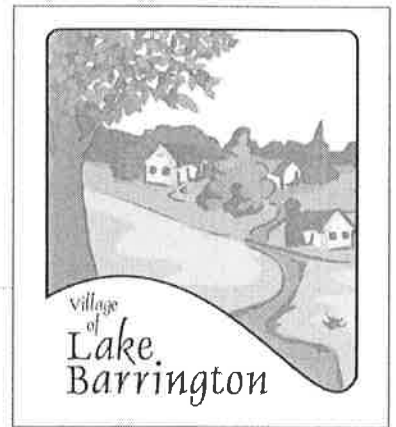


Village of Lake Barrington

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ADMINISTRATOR

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VILLAGE

ACCOUNTANT

Deborah Vernon

VILLAGE CLERK

Loretta Peterson

TREASURER

Peggy Hirsch

PERMIT

COORDINATOR/

ADMINISTRATIVE

ASSISTANT

Erica A. Rezula

August 14, 2015

Dear Lake Barrington Shores Residents and Contractors,

The attached "*Building in Lake Barrington Shores: Permits, Process, and Requirements*", is designed to provide you with answers to many of the questions often asked of the Village and Lake Barrington Shores (LBS) staff about building and remodeling projects. The following information is provided:

- The roles of the LBS staff and the Village in the building process.
- When a building permit is required.
- When a building permit is not required.
- A list of often requested phone numbers and contacts.
- Attachments including permit application and LBS procedures and standards.

It is my hope that this will assist LBS residents, builders, and contractors by providing a more efficient building permit process. If you have any questions, or suggestions, please contact the Village at 847-381-6010

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Martin".

Christopher A. Martin
Village Administrator
Village of Lake Barrington



Building in Lake Barrington Shores: Permits, Process, and Requirements

1 What does the LBS Staff do in the Building Permit Process?

1.1 Application of Procedures and Standards – Your First Step

Lake Barrington Shores staff, via the homeowner's association's covenants and restrictions, applies various procedures and standards designed to preserve the character of the LBS community. These procedures and standards are specific to various building projects and should be your first step in considering a project.

1.2 LBS Process Summary

The following is summary of the LBS Project Review Process, please contact LBS Office or Village to learn about process.

Step 1. Resident provides LBS staff with narrative description and simple sketch of the project if appropriate. LBS office will provide application to homeowner to submit plans to the LBS Architectural Committee for review, if required.

Step 2. Resident provides respective Condo Board Association with narrative description and simple sketch of the project (if appropriate) and obtains recommendation for approval after LBS Architectural Committee has reviewed.

Step 3. Following all required approvals, the resident obtains a letter from the LBS office stating that they will allow the proposed work to be done by the resident.

Step 4. Resident brings submittals (see Section 5) for permit to the Village for building permit review, if required.

Step 5. Resident receives building permit placard after review and approval by the Village. Construction may then begin.

Step 6. Inspections are then scheduled throughout the project until final.

2 What does the Village of Lake Barrington do in the Building Permit Process?

2.1 Public Health and Safety

The building, plumbing, electrical, mechanical and zoning codes contain requirements which are designed to preserve the public health and safety. The Village's principal concern is for your safety and the safety of neighbors, guests and contractors.

2.2 Homeowner's Association Requirements

While it is mainly the responsibility of the Homeowner's Association to enforce any covenants and restrictions, the Village (when a building permit is required) also ensures that a project has been reviewed for compliance.

2.3 Permanent Records

The Village maintains building permit records for every project that is issued a building permit. These files are available (security restrictions apply) for review by current and future homeowners.

2.4 Village Ordinance – It's the Law

The building code is a Village ordinance. Anyone who proceeds without the proper permit is subject to fines of up to \$750 per day and fees are doubled for post construction permits.

2.5 Tree Protection

The Village requires certain projects to include a tree protection plan for both public and private trees as part of the issuance of a building permit. A tree protection plan is required for large additions, accessory structures, and new construction.

2.6 Insurance and Title Protection

Insurance companies may not cover a resident if they discover that a building permit was not issued and/or that a project was not built to code. Title companies may not clear title on a property if substantial questions can be raised regarding zoning and the failure to meet building codes. The best way to protect yourself is to apply for a building permit and follow-through with all of the required inspections.

3 When is a Building Permit REQUIRED?

3.1 Generally

Building Code

Anytime a project involves the application of the building code, the electrical code, or the plumbing code in terms of materials or construction techniques.

Building Commissioner's Discretion

Any project which is deemed by the Village to require a building permit.

3.2 Specifically

Additions/Exterior Remodeling

- room additions
- deck and balcony additions and replacement
- deck and balcony repair
- patio projects
- room additions
- fire and flood damage restoration
- exterior work that requires footings and/or foundations

Deck and Balcony Repair: Decks and balconies require particular attention due to public safety and structural issues involved in making repairs. Repairs that involve support posts or beams, stairs, joists or other load bearing members always require a building permit and approved structural drawings. Replacement of a limited number of deck boards, rails, banisters, and trim may be permitted without a permit. **PLEASE SEE THE HANDOUT REGARDING GUARDRAIL SYSTEMS**

Interior Remodeling

- basement, bathroom, or kitchen remodeling
- any time interior walls are moved, removed, or added
- any time a doorway is moved, added, or resized
- any time a window is replaced, moved, added, or resized
- any time a skylight is replaced, moved, removed, added, or resized
- upgrade/new electrical service/addition of circuits/outlets
- new water or sewer line
- Air conditioning – new or replace
- Furnace – new or replace
- Water heater – new or replace
- Stairs – new or replace
- new or moved plumbing service/addition of fixtures

4 When is a Building Permit NOT REQUIRED?

4.1 Specifically

- cleaning
- painting/wallpapering
- carpeting, wood flooring, trim
- tile and tub enclosures
- landscaping (except hardscape such as patios, walls, fences, decks)
- driveway sealing
- deck cleaning/staining
- window repair (glass, flashing)
- garage door installation
- cabinet and counter replacements
- replacement of rotted deck boards, rails, banisters or trim, (see 3.2)

5 Building Permit Submittal Requirements

5.1 Plans

- Three (3) copies of plans, stamped by a registered design professional if required.¹

5.2 LBS Consent

- Three (3) copies of LBS (office) letter of consent or approval letter.

5.3 Application

- Completed building permit application which is available at Village Hall, an example is attached.

5.4 Other

- Site plans, topographical plans, or plats of survey three (3) sets, if required for project.

¹Deck and balcony repairs that require permit must include plans stamped by a registered design professional. Other projects may require the stamp of a registered design professional, such as, but not limited to, new construction and certain types of remodeling.

6 Telephone Numbers (all area codes are 847 unless otherwise noted)

- LBS Office - 382-1660
- LBS Public Works – 382-1660
- Village of Lake Barrington - 381-6010
- Barrington Countryside Fire Protection District (224)848-4800
- Wauconda Fire Department – 526-2821
- Cuba Township - 381-1924
- Township Assessor's Office - 381-1120
- Lake County General Information - 377-2000
- Lake County Stormwater Management Commission - 918-5260
- Lake County Department of Public Works - 377-7500
- Solid Waste Agency of Lake County (SWALCO) - 336-9340
- Illinois Department of Transportation - 705-4000
- Commonwealth Edison - 1-800-334-7661
- SBC - 1-800-480-8088
- Comcast Cable - 1-866-594-1234

7 Websites (forms, requirements, general information)

- Village of Lake Barrington: www.lakebarrington.org
- Lake Barrington Shores: www.lbs-hoa.org